

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**  
(See Instructions on reverse)

*nc 9 20 May 81*

TO **GENERAL SERVICES ADMINISTRATION,  
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408**

1 FROM (AGENCY OR ESTABLISHMENT)  
**US Department of Agriculture**

2 MAJOR SUBDIVISION  
**Forest Service**

3 MINOR SUBDIVISION  
**Engineering**

4 NAME OF PERSON WITH WHOM TO CONFER  
**Sandy McGuinn**

5 TEL EXT  
**447-6101**

LEAVE BLANK

JOB NO  
**NC1-95-81-7**

DATE RECEIVED  
**May 20, 1981**

NOTIFICATION TO AGENCY

In accordance with the provisions of 44 USC 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10

**9-15-81** *R. M. Kern*  
Date Archivist of the United States

6 CERTIFICATE OF AGENCY REPRESENTATIVE

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records, that the records proposed for disposal in this Request of 2 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified

A Request for immediate disposal

B Request for disposal after a specified period of time or request for permanent retention

C DATE <b>5/18/81</b>	D SIGNATURE OF AGENCY REPRESENTATIVE <i>Hoyt L. Abney</i> <b>Hoyt L. Abney</b>	E TITLE <b>Records Management Officer</b>
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7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
1	This schedule covers records in the 7490 series. It concerns establishing sanitation standards for food, food protection, food service operations, equipment and facilities. It establishes requirements for permits and licenses, and inspection and/or enforcement of regulations at food service establishments on Forest Service administrative sites and public-use areas administered by the Forest Service.  7400-2 Training  All Offices: Destroy when 5 years old or 5 years after completion of a specific training program.	GRS Sch. 1 Item 30b	
2	7490 Food Service (Includes general correspondence related to the operation of food service facilities, coordination between States or other Federal agencies, State and local health agencies, and Regional Offices of the Forest Service. Excludes correspondence concerning a specific site. File reports, inspection results, and other site-specific correspondence in 7490-1.)  All Offices: Destroy when 3 years old.	NC1-95-80-1	

115-107

*Closed Out: 9-2881: R. M. Kern  
Copy to Agency; NNF*

Request for Records Disposition Authority – Continuation		JOB NO	PAGE OF
7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
3	<p>7490-1 Project Case Files (Includes correspondence and related reports concerning management reviews, approval of project criteria and design drawings, construction specifications, recommendations of needed corrective actions, inspection and supervision of construction, and ensurance of compliance with State or county requirements for safe food service facilities. Case folder by project.)</p> <p>All Offices: See NOTE 4 at end of series.</p> <p>NOTE 4:</p> <p>a. Regional Offices: The Regional Forester shall retain these records for a period of not less than 7 years after the life of the project and shall designate the unit responsible for this retention. When retention beyond 10 years is required, entire record should be microfilmed in accordance with the provisions of FPMR 101-11.5 and (2) the originals destroyed after the microfilmed copies have been reviewed and found satisfactory. This includes all Forest Service facilities. (3) Microfilm copy: Destroy 7 years after the life of the facility.</p> <p>b. All Other Offices: (1) Destroy when 10 years old. When retention beyond 10 years is required, entire record should be microfilmed in accordance with the provisions of FPMR 101-11.5.</p>		